

# Transaction Coordinator

## From Contract to Close

- ✓ Create SkySlope file
- ✓ Review contract and all addenda for completion and accuracy. Coordinate with client to resolve any incomplete paperwork
- ✓ Send copies of executed contract and receipt page to agents, clients, title and loan officer
- ✓ Coordinate delivery of earnest money and option fee checks (if agent hasn't done it already)
- ✓ Keep track of amendments, survey, affidavit and seller's disclosure
- ✓ Weekly follow up with lender for appraisal status, underwriting and final loan approval. Make notes in Top Producer
- ✓ Weekly follow up with title company for title commitment, scheduling of closing. Makes notes in Top Producer
- ✓ Text/email reminders before critical dates in contract (option, HOA, finance, survey)
- ✓ Reminder to buyer to choose Home Warranty
- ✓ Reminder to buyer to select Homeowner's Insurance and forward to lender.
- ✓ Helpful Information emails throughout process
- ✓ Obtain repair receipts (if applicable) and forward to all parties
- ✓ Submit paperwork for compliance review and CDA delivery
- ✓ Coordinate utility setup
- ✓ Email reminder for walk through scheduling
- ✓ Schedule walk thru in CSS
- ✓ Schedule closing for buyer and notify all parties
- ✓ Email to clients about closing preparation (bring cashier's check, Driver's License, wiring instructions, etc)
- ✓ Schedule closing and notify all parties
- ✓ Coordinate delivery of keys, garage door openers, etc